

LEAD SECURITY ATTENDANT

BASIC FUNCTION:

Under supervision, to assist in leading site security personnel; to patrol and guard District property, buildings, and grounds; to supervise, monitor, and control a secondary school campus and parking areas; and to do other related work as required or assigned.

DISTINGUISHING CHARACTERISTICS:

The Lead Security Attendant classification is assigned to the Manager of Campus Security and the site administrator.

ESSENTIAL JOB FUNCTIONS:

1. Assists in leading, establishing priorities, organizing, scheduling, coordinating, and participating in the work functions of the Security Attendants.
2. Performs campus and parking lot control and monitoring functions and activities.
3. Monitors and directs student activities in hallways, restrooms, and in areas adjacent to school buildings.
4. Controls, monitors, and provides direction to unauthorized persons on the campus and in the parking lot area.
5. Assists and directs campus visitors to authorized parking areas and appropriate offices.
6. Inspects, reviews, and monitors campus and parking areas to insure against inappropriate behaviors, and to eliminate potential safety hazards.
7. Assists in the maintenance of appropriate student behaviors.
8. Enforces the District and school regulations pertaining to day and evening student activities.
9. Counsels and advises students and others regarding violation of rules and regulations.
10. Reports inappropriate student behavior and prepares the necessary incident reports.
11. Contacts the appropriate authorities to maintain the security and control of campus and parking areas.
12. May prepare vandalism, property damage, and theft reports.
13. Assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative office.
14. Performs a variety of custodial work.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High School Diploma or equivalent education.
2. Experience working with adolescent age students performing supervision and control services.
3. Possession of a valid California Motor Vehicles Operator's License.
4. Knowledge of behavior modification strategies and techniques.
5. Knowledge of policies, rules, and regulations concerning campus control, security, and appropriate student behavior.
6. Knowledge of crowd control procedures and the detection and identification of dangerous drugs and improper substances.
7. Knowledge of safe campus supervision methods and procedures.
8. Ability to perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment.
9. Ability to enforce campus rules and regulations.
10. Ability to communicate effectively in oral and written form, particularly with adolescent students.
11. Ability to perform evening and weekend student supervision services.
12. Ability to understand and carry out oral and written instructions.
13. Ability to establish and maintain cooperative working relationships.

(O V E R)

LEAD SECURITY ATTENDANT (Continued)

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training